



Safety Program Best Practices

- **Recent Safety Program Requirements**
- **Sources (Interim Guidance Letters, November Safety Beacon)**
- **Best Practice (Examples and Resources)**
Recommendations not requirements
Updated continually with team inputs



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Requirement

All SMs and Cadets must complete Introductory Safety Education Training on-line regardless of previous qualifications by NLT 31 March 2011.

Source

Interim Change Letter - Introductory Safety Education Requirement, Dated 1 November 2010

Recommended Best Practices

Course is accomplished "on-line" (tutorial follows). Request that all members complete this training prior to 31 December 2010.



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TN Wing Director of Safety

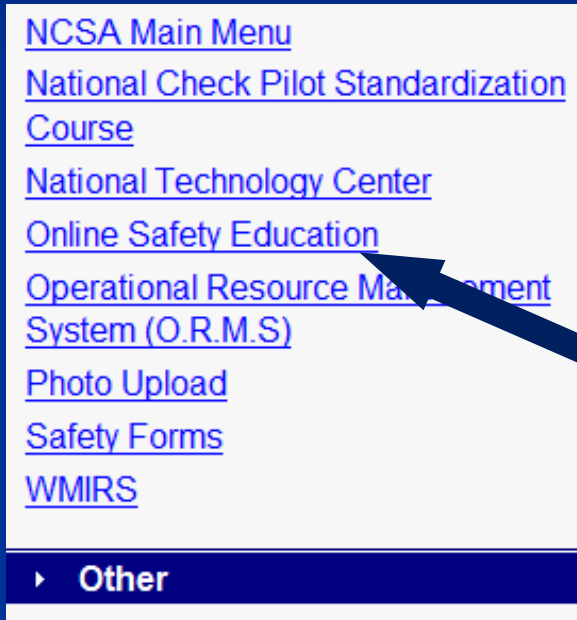




Safety Program Best Practices

Log On to E-Services

Left Column



Select "Online
Safety Education"



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TN Wing Director of Safety



Safety Program Best Practices

Online Safety Education

- About This Application
- Overview
- Documentation
- HOW TO LOG Demo
- HOW TO Online Guide
- Standard Safety Card
- Aircraft Ground Handling

* Denotes Required Fields

CAP Online Safety Education

****Note:** If you are using IEB as your internet browser or Windows Vista, refer to Overview if you are experiencing difficulties.

****Recent Development:** Google Chrome is NOT compatible with Online Safety Education! Members using the Google Chrome internet browser on a Windows PC will receive errors and your score will NOT be recorded. We are working on the issue and will notify you when we have a fix.

| Educational Course | Passing Score | Status | |
|--|---------------|--------|-----------------------------|
| Introduction to CAP Safety Program for New Members | 80 | PASSED | Certificate |
| Downed Power Lines | 80 | PASSED | Certificate |
| Hurricane Preparedness and Awareness | | | |
| Flooding | | | |
| Winter Driving Safety | | | |
| Wind Chill Index | | | |

Select desired briefing , complete quiz, and record results

Charles L. Smith Safety Education Training Records

| Education Type | Date Completed | Subject | Monthly Education Expiration Date |
|--------------------------------|----------------|---|-----------------------------------|
| CAP Website Online | 20 Nov 2010 | Introduction to CAP Safety Program for New Members | 31 Dec 2010 |
| CAP In-Person Safety Education | 16 Nov 2010 | INTERIM GUID LTRS WINTER FLYING FLU SHOTS | 31 Dec 2010 |
| CAP In-Person Safety Education | 19 Oct 2010 | OCTOBER SAFETY BRIEFING | 30 Nov 2010 |
| CAP Website Online | 20 Oct 2010 | Introduction to CAP Safety Program for New Members | 31 Oct 2010 |
| CAP In-Person Safety Education | 19 Oct 2010 | OCTOBER SAFETY BRIEFING | 31 Oct 2010 |
| CAP In-Person Safety Education | 19 Sep 2010 | SEPTEMBER SAFETY BRIEFING, SIT AWARE, BOATING | 30 Sep 2010 |
| CAP In-Person Safety Education | 19 Aug 2010 | AUGUST SAFETY BRIEFING, TRAILER FISHTAILING, PT SAFETY BRIEFING | 31 Aug 2010 |
| CAP In-Person Safety Education | 13 Jul 2010 | LOGGING CAP SAFETY BRIEFING, BLESSEDSERVICES | 31 Jul 2010 |

Individual safety training record indicating currency



**Lt Col Charlie Smith, CAP
TN Wing Director of Safety**





Safety Program Best Practices

From November Safety Beacon

Question: If I have completed the Basic Safety Course and the Basic ORM course, do I need to take this course too?

Answer: Yes. This course included a component of individual responsibility and the ability to say “Knock it Off” by any member that was not in the other two courses. Additionally, this course cleans up some of the documentation requirements of the previous safety education policy that were not clear. This course corrects that so all members are on the same “sheet of music.”



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TN Wing Director of Safety





Safety Program Best Practices

From November Safety Beacon

Question: The quarterly face-to-face requirement for safety education has been removed, so does this mean I, as a safety officer, still have to provide safety education every month?

Answer: Yes. Safety Officers are required to present safety education every month. In fact, with the online safety education management database, this is easily tracked for compliance. When using this database, you are no longer required to send separate reports to the next higher echelon, it is accomplished automatically and CAP's inspectors have been advised of this technology update.



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TN Wing Director of Safety





Safety Program Best Practices

From November Safety Beacon

Question: Is the national safety education management database required to be used?

Answer: Yes. With the most recent policy change, the requirement has been put into place that safety education must be documented in the national safety education management database. In fact, safety education must be documented and is required for participation in activities for active members.



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TN Wing Director of Safety





Safety Program Best Practices

Definitions From Interim Change Letter – Safety Education and Operational Risk Safety Briefing Requirements, 3 Nov 2010

Safety Education – lessons to promote a strong safety mindset and culture; namely, risk recognition, risk mitigation, risk avoidance and establishing safe habit patterns. There is an interaction or an assessment to measure comprehension and content retention.

Operational Risk Safety Briefing - Briefing that discusses the risks associated with a particular activity and/or sub-activity and must be conducted “in-person” with the member(s) that is/are about to engage in such activity or sub-activity.

In-Person - A session where a participant can interact, ask questions, and contribute to the session. Participation in a meeting held using telephonic or other technology that permits each participant to simultaneously hear and speak with each other participant also constitutes “in-person” attendance.

Safety Education Requirements - The quarterly face-to-face safety education requirement for all CAP members is no longer required; however, it is required that active members complete safety education monthly and have it documented in the National online safety education database.



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TN Wing Director of Safety





Safety Program Best Practices

Operational Risk Safety Briefing Requirements

From Interim Change Letter – Safety Education and Operational Risk Safety Briefing Requirements, 3 Nov 2010

- Mandatory, but documentation of accomplishment is not required.
- At the start of each new day operational risk safety briefings must be re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day. Additionally, new participants that arrive throughout an activity or sub-activity must receive the same mandatory operational risk safety briefing before participating.
- Until such time that a National list is available, it is expected that operational risk safety briefings will be completed before all flight operations and before all activities and sub-activities where deemed necessary by the commander(s) and/or activities director(s)/officer(s).



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TN Wing Director of Safety





Safety Program Best Practices

Requirement

Safety education documentation is required for participation in activities for active members. CAP safety officers are still required to provide monthly safety education as it is currently described in CAP regulations.

Source

Interim Change Letter – Safety Education and Operational Risk Safety Briefing Requirements, Dated 3 November 2010

Recommended Best Practices

SE presents face-to-face safety education training monthly and logs attendance in e-services (tutorial follows). Members who attend briefing over-the-phone are counted as having attended. Members who miss safety education training presented by SE are required to complete make-up training on-line as previously presented. All members are required to remain current.



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TN Wing Director of Safety





Safety Program Best Practices

CC and SE Have Restricted App to Log Safety Education Training

The screenshot displays the eServices web portal interface. On the left is a 'CAP Utilities' sidebar with a 'My Favorites' section containing links like 'ACE Registration', 'ACSC Enrollment', and 'CAP Safety Education'. The main content area includes 'TN-001 Stats', 'My Info', and 'eServices News'. On the right, a 'Restricted' sidebar contains a 'My Favorites' section with links to 'Aircraft Condition Rating', 'CAP Safety Education', 'Member Reports', 'Operations Qualifications', 'Safety Forms', and 'Vehicle Usage Reporting'. A black arrow points from the text 'Select CAP Safety Education' to the 'CAP Safety Education' link in the Restricted sidebar. The bottom of the page features a footer with links for 'Contact Us', 'CAP Help Desk', and 'Sign Out'.

Select CAP Safety Education



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TN Wing Director of Safety**





Safety Program Best Practices

Civil Air Patrol - Safety Education Main

Safety Education Main

- About This Application
- Overview
- Modules
- Log Safety Education Reports
- Documentation
 - HOW TO LOG Demo
 - HOW TO Online Guide
 - Standard Safety Card
 - Aircraft Ground Handling

* Denotes Required Fields

WELCOME TO CAP SAFETY EDUCATION APPLICATION

Please select a module from the left hand menu to continue.

Select Log Safety Education



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TN Wing Director of Safety





Safety Program Best Practices

Civil Air Patrol - Log Safety Education ...

Log Safety Education Completions

Home > Modules > Log Safety Education

About This Application

- Overview
- Modules**
- Log Safety Education Reports
- Documentation

HOW TO LOG Demo
HOW TO Online Guide
Standard Safety Card
Aircraft Ground Handling

* Denotes Required Fields

Meeting Type:
Regular Meeting
max. 0/50 characters

***Subject/Title:**
max. 0/50 characters

***Safety Education**
--Select--

***Select an Organization**
TN-001 ☐ View Unit

Member Type
☒ ALL ☐ CADET ☐ SENIORS

Logging Education:
☐ View Unit Only

☐ Update Previous Education

This Page Appears



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TN Wing Director of Safety





Safety Program Best Practices

Civil Air Patrol - Log Safety Education ...

Log Safety Education Completions

Home > Modules > Log Safety Education

About This Application
Overview
Modules
Log Safety Education Reports
Documentation
HOW TO LOG Demo
HOW TO Online Guide
Standard Safety Card
Aircraft Ground Handling
* Denotes Required Fields

Meeting Type:
Regular Meeting
max. 0/50 characters

***Subject/Title:**
max. 0/50 characters

Unit Conducting Education:
TN-001 ☐ View Unit Only

☐ Update Previous Education

***Safety Education**
--Select--
AOPA Air Safety Foundation On-Line
AOPA Safety Seminar
CAP In-Person Safety Education
DoD Formal Safety Briefing
FAA Safety Team (FAAST/WING) On-Line
FAA Safety Team (FAAST/WING) Safety Seminar
Other - Electronically
Other - In-Person Safety Education

***Date Completed**
03 Dec 2010

Member Type
☒ ALL ☐ CADET ☐ SENIORS

Input Date (arrow pointing to *Date Completed)

Input Brief Titles 50 Characters Max (arrow pointing to *Subject/Title)

Select CAP In-Person Safety Education (arrow pointing to CAP In-Person Safety Education in dropdown)

Acceptable Subject/Titles: Cold Weather Preparedness, Heat Stress, Deer Strikes, Heat stress, Boating Safety, Lawn Mower Safety, etc. *Do not* list "Safety Beacon"



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TN Wing Director of Safety**





Safety Program Best Practices

Completions

*Select an Organization
TN-001 ☐ View Unit Only

Member Type
☒ ALL ☐ CADET ☐ SENIORS

Enter By CAPID
Enter all or part of a CAPID or name and click the TAB button on your keyboard.

Enter By a Group of CAPID's (i.e. 123456, 723245) comma separated

VALIDATE CAPIDS

Selected CAPIDS

Add to List Clear All

Select a Member

| | | | |
|---|--|---|---|
| <input type="checkbox"/> 222502 - Alman, Deanna | <input type="checkbox"/> 207141 - Hedges, Gary | <input checked="" type="checkbox"/> 126496 - Helton, George | <input checked="" type="checkbox"/> 401239 - Smith, Charles |
| <input type="checkbox"/> 127183 - Bard, Ralph | <input type="checkbox"/> 417605 - Hughes, Brian | <input type="checkbox"/> 402542 - Miller, Don | <input type="checkbox"/> 45983 - Stoner, David |
| <input type="checkbox"/> 402770 - Borsari III, George | <input type="checkbox"/> 271563 - Lahrs, Dale | <input type="checkbox"/> 361977 - Miller Jr, Kenneth | <input type="checkbox"/> 45983 - Stoner, David |
| <input type="checkbox"/> 362758 - Campbell, Steven | <input type="checkbox"/> 127026 - Lane, Bill | <input type="checkbox"/> 325329 - Mulanax II, Jack | <input type="checkbox"/> 179582 - Truitt, Linda |
| <input type="checkbox"/> 425404 - Cobb, Harrell | <input type="checkbox"/> 212531 - Lawson, James | <input type="checkbox"/> 405918 - Rex, William | <input type="checkbox"/> 271561 - Ward, Wilma |
| <input type="checkbox"/> 117974 - Ditt, William | <input type="checkbox"/> 213008 - Lewis, G | <input type="checkbox"/> 345209 - Piche Jr, Louis | <input type="checkbox"/> 128974 - Warren, Montile |
| <input type="checkbox"/> 116761 - Duckett, Kermit | <input type="checkbox"/> 300768 - Lynn, Gary | <input type="checkbox"/> 116200 - Prevatt, Clarence | <input type="checkbox"/> 126941 - White, Paul |
| <input type="checkbox"/> 119227 - Harlow, Henry | <input type="checkbox"/> 265522 - Mark Sr, Charles | <input type="checkbox"/> 443468 - Shaffer, Samuel | <input type="checkbox"/> 387545 - Young II, Dent |

Add to List

Safety Briefing Submission List

Select Unit and View Unit Only

After Unit Appears
Select Members
Who Participated

Then Select Add to list



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TN Wing Director of Safety





Safety Program Best Practices

Safety Briefing Submission List

SubmitDelete All

| CAPID | Full Name | Education Type | Date Completed | Monthly Expiration | Quarterly Expiration | Subject |
|--------|-----------------|--------------------------------|----------------|--------------------|----------------------|--------------------------------------|
| 126496 | Malton , George | CAP In-Person Safety Education | 03 Dec 2010 | 31 Jan 2011 | 31 Mar 2011 | Brief Titles 50 Characters MaxDelete |
| 401239 | Smith , Charles | CAP In-Person Safety Education | 03 Dec 2010 | 31 Jan 2011 | 31 Mar 2011 | Brief Titles 50 Characters MaxDelete |

SubmitDelete All

Check List Then Submit



**Lt Col Charlie Smith, CAP
TN Wing Director of Safety**





Safety Program Best Practices

Requirement

Annual Safety Survey, Corrective Action, Suspense

Source

E-Mail From Frank Jirik

Recommended Best Practices

It is recommended that safety officers review the annual survey (tutorial follows) and be familiar with the questions. Information should be gathered and developed throughout the year so that the survey can be completed by the end of December of the current year. Squadron SEs will co-develop corrective actions and a suspense system with the Wing SE.



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Safety Survey

Civil Air Patrol eServices

Welcome, Lt Col Charles L. Smith | Sign Out

eServices

CAP Utilities [edit](#)

- My Favorites
 - [ACE Registration](#)
 - [ACSC Enrollment](#)
 - [AE Resources and Online Exams](#)
 - [AFADL](#)
 - [AWC Enrollment](#)
 - [Aerospace Downloads](#)
 - [CAP Best Practices](#)
 - [CAP Emblems/Seals](#)
 - [CAP Employment](#)
 - [CAP Knowledgebase](#)
 - [CAP Magazine Admin](#)
 - [CAP Materials](#)
 - [CAP Multimedia](#)
 - [CAP National Agenda/Meeting Minutes](#)
 - [CAP On-line Courses & Exams](#)
 - [CAP Pubs and Forms](#)
 - [CAP Safety Suggestions](#)
 - [CAP Scholarship](#)
 - [CAP Supporters](#)

TN-001 Stats

Cadets in your Unit: 0
Seniors in your Unit: 32
Cadets in your Wing: 392
Seniors in your Wing: 591
All Members in your Unit: 32

My Info

[Change My Password](#)
[Review/Edit My Info](#)
[Renew My Membership](#)
[CAP Help Desk](#)
[Membership Card Payment](#)

Restricted [edit](#)

- My Favorites
 - [Aircraft Condition Rating](#)
 - [CAP Safety Education](#)
 - [Member Reports](#)
 - [Operations Qualifications](#)
 - [Safety Forms](#)
 - [Vehicle Usage Reporting](#)
- Other

eServices News

[Wreaths Across America Extends Cadet Scholarship Deadline](#) 01 Dec 2010
[CAP's 60th Anniversary Message](#) 01 Dec 2010
[CAPWATCH Download Table Column Size Correction](#) 29 Nov 2010
[New Digital Version of Volunteer Magazine](#) 18 Nov 2010
[The Safety Beacon - November 2010 Vol 1 No 6](#) 17 Nov 2010
[Cadet Online Testing Guide](#) 08 Nov 2010
[CAP CC Veterans Day Letter](#) 08 Nov 2010
[Interim Change Letter, 8 Nov 10, Revised WMRS, Flying Budget and Flight Time Accounting Procedures](#) 08 Nov 2010
[Interim Change Letter, 3 Nov 10, Safety Education and Operational Risk Safety Briefing Requirements](#) 03 Nov 2010
[Interim Change Letter, 1 Nov 10, Introductory Safety Education](#) 02 Nov 2010

Select Safety Forms

Restricted Apps and WSA Info

Downloads

[Contact Us](#) | [CAP Help Desk](#) | [gocivilairpatrol.com](#) | [CAP Knowledgebase](#) | [Sign Out](#)



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TN Wing Director of Safety





Safety Program Best Practices

Safety Survey

Civil Air Patrol - Safety Form - Main M...

Safety Form - Main Menu

- About Safety Form
- Overview
- Modules
 - Hazard Report
 - Form 78
 - Form 79
 - Archives
 - Reports
 - Attachments
 - Safety Survey
 - Safety Survey App
- Documentation
 - Instructions
 - Tutorials/Worksheets

*Denotes Required Fields

Welcome to CAP Mishap Reporting

Reminder: Please include a brief description of the mishap, where and when it occurred, who was involved, and the cause of the mishap.



Select Safety Survey



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TN Wing Director of Safety





Safety Program Best Practices

Civil Air Patrol - Safety Form - Safety ...

Safety Form - Safety Survey

About Safety Form

Overview

Modules

Hazard Report
Form 78
Form 79
Archives
Reports
Attachments
Safety Survey
Safety Survey Approval

Documentation

Instructions
Tutorials/Worksheets

*Denotes Required Fields

***Organization**

--Select--

--Select--

SER-TN-000

SER-TN-001

SER-TN-004

SER-TN-005

SER-TN-008

SER-TN-014

SER-TN-015

SER-TN-017

SER-TN-019

SER-TN-036

SER-TN-056

SER-TN-080

SER-TN-087

SER-TN-093

SER-TN-119

SER-TN-122

SER-TN-128

SER-TN-133

SER-TN-148

SER-TN-153

SER-TN-160

SER-TN-162

SER-TN-170

SER-TN-173

SER-TN-176

SER-TN-185

SER-TN-187

SER-TN-189

SER-TN-191

Select Unit



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TN Wing Director of Safety





Safety Program Best Practices

Civil Air Patrol - Safety Form - Safety ...

Safety Form - Safety Survey

Services | Sign Out | Charles L. Smith

About Safety Form

Overview

Modules

Hazard Report
Form 78
Form 79
Archives
Reports
Attachments
Safety Survey
Safety Survey Approval

Documentation

Instructions
Tutorials/Worksheets

*Organization
SER-TN-001

Organization
SER-TN-001

Unit Name
TENNESSEE WING HQ

Survey Year
2010

Survey Date
03 Dec 2010

Surveyor CAPID
401239

Surveyor Name
Lt Col Charles L. Smith

Approver CAPID
N/A

Approver Name
N/A

Current CAPID
401239

Current Name
Lt Col Charles L. Smith

Survey Status
N/A

*Denotes Required Fields

- The Safety Survey must be completed not later than 31 January of each year.
- Each item must be answered. Include comments in the "Remarks" section, if the answer to a question is NO or N/A. **NO answers must have an Expected Completion Date.
- The survey will be automatically sent to the commander at unit surveyed and the safety officer and commander at the next higher echelon.
- The commander or safety officer at the next higher echelon will review and comment on the surveys of all subordinate units.
- Remember to regularly emphasize to unit members that safety mishap investigations are not for determining fault, liability, or establishing pecuniary responsibility. They are intended to create a positive learning experience and generate awareness.
- The purpose of this survey is to gain information about your unit's awareness and may or may not have regulatory basis for the questions asked. This is a working document intended for units to update for use in safety program improvements, as well as for headquarters units to track subordinate unit awareness and provide support as necessary.

| # | Question | *Answer |
|----|--|--|
| 1. | Has the unit commander assigned a primary safety officer in e-Services? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |
| | Remarks | Expected Completion Date |
| 2. | Has the safety officer completed the on-line Basic Safety Course and test (required if appointed after 4 June 2008; recommended if appointed prior)? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |
| | Remarks | Expected Completion Date |

See remarks from National Safety Director, Frank Jirik, that follow.



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

E-Mail From National Director Of Safety, Frank Jirik, 5 Oct 2010

The Safety Survey is now online for all units to complete. It is a management tool survey. It is ok to mark NO and create a working plan to work towards getting a YES on each item; however commanders do not need to have a YES to approve a survey if they agree with the plan that the subordinate unit has proposed. The survey may be approved. Additionally the survey action period does not need to be completed by 31 January 2011, only the survey and the action plans have to be reviewed and approved by appropriate commanders by 31 January 2011. Units will be able to access and update safety surveys after a plan is approved and all plans and changes are permanently recorded. Additionally, when a commander approves a survey, if he/she does not make comments, the word "APPROVED" will automatically approve in the journal notes to meet the regulatory requirement to make a comment. This is a different list of questions and will require some time to work through them accurately. There is a question about hazard reporting that some additional information will come out on for safety officers and commanders; however the user guide for the member is available and it has been noted that this application has been in use.



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Safety Survey Guidelines

The Safety Survey must be completed not later than 31 January of each year. Each item must be answered. Include comments in the "Remarks" section, if the answer to a question is NO or N/A. **NO answers must have an Expected Completion Date. The survey will be automatically sent to the commander at unit surveyed and the safety officer and commander at the next higher echelon. The commander or safety officer at the next higher echelon will review and comment on the surveys of all subordinate units. Remember to regularly emphasize to unit members that safety mishap investigations are not for determining fault, liability, or establishing pecuniary responsibility. They are intended to create a positive learning experience and generate awareness. The purpose of this survey is to gain information about your unit's awareness and may or may not have regulatory basis for the questions asked. This is a working document intended for units to update for use in safety program improvements, as well as for headquarters units to track subordinate unit awareness and provide support as necessary.



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TN Wing Director of Safety





Safety Program Best Practices

Safety Survey Questions

Answer Yes, No, or N/A to the following:

1. Has the unit commander assigned a primary safety officer in e-Services?
2. Has the safety officer completed the on-line Basic Safety Course and test (required if appointed after 4 June 2008; recommended if appointed prior)?
3. Does the unit have a cadet designated as a Cadet Safety Officer as a best practice for units with cadets? (Note* - There is a new policy coming that will make this a requirement.)
4. Does the unit safety plan actively promote use of the on-line hazard reporting system and is the unit safety officer familiar with how to manage these hazards once they are filed online?
5. Are unit members aware that the online Mishap Notification process (Form 78) can be used for safety deviations and near-miss reporting where damage or injury does NOT occur?



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Safety Survey Questions

Answer Yes, No, or N/A to the following:

6. Are unit members aware of the Safety Alert process and where these alerts are maintained online?
7. Are your members familiar with the location in eServices to file a safety suggestion or safety improvement idea?
8. Are the fire extinguishers in the facility CAP utilizes inspected monthly by local personnel, annually by fire extinguisher professionals, and is this documented?
9. Are any chemicals stored in the facility that CAP utilizes and are these chemicals marked with the proper Material Safety Data Sheet (MSDS) or equivalent identifying information?
10. Are hazards promptly identified, risk analyzed, and effective risk controls implemented in the facility prior to CAP activities?



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TN Wing Director of Safety





Safety Program Best Practices

Safety Survey Questions

Answer Yes, No, or N/A to the following:

11. Are walking surfaces (aisles, passageways, stairways and sidewalks) at the unit meeting facility kept clear, in good repair, and are they well lit?
12. Does the unit have a storage cabinet for flammable liquids or sprays and is it a properly constructed (with blowout holes) and labeled "Flammable" for storing of flammable materials?
13. Are all hangars, closets, and storage rooms clean, neat and free of unused, or unserviceable equipment (ex. frayed, split, or taped electrical cords) and/or hazardous materials?
14. Are hangar doors marked with "full open" markings and painted with STOP marks on the ground and/or is there a written procedure available for removing and parking aircraft at the unit designated parking area?
15. Has the unit provided vehicle inspection training and are the proper vehicle inspection forms available in the vehicles assigned to the unit?



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Safety Survey Questions

Answer Yes, No, or N/A to the following:

16. For units with 15-passenger vans assigned that have had the rear seat removed to convert them to a 12-passenger van, are cargo nets available for use and are vans loaded and operated in accordance with paragraph 3 of ICL dated 10 Jun 08?
17. Does your unit have a process to reduce risks to the members by ensuring that pre-existing medical conditions are self-disclosed to appropriate leadership prior to participation?
18. Does your unit have a process to ensure members are current with safety education requirements prior to allowing them to participate in CAP activities?
19. Has your unit reviewed mishaps, either from your unit or as provided in the safety newsletter, and shared information in an open forum on how to mitigate the risks associated with the mishap that was selected for review and discussion?
20. Does your unit perform written risk management analyses before all activities and do you brief the risks to all members participating before commencing the activity or exercise?



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

Requirement

Maintain safety meeting files

Source

Current 62-1 paragraph 6a (13) (see next slide)

Recommended Best Practices

Records of safety training attendance along with brief descriptions of the training are maintained in e-services. The Safety Officer is encouraged to keep a copy of the monthly safety briefing summary on the safety bulletin board and in an accessible electronic folder. Also files of Safety Information such as "Toolbox" topics available on CD and copies of the Safety Beacon. Also safety web-sites and safety experts and contacts should be maintained on a suitable e-file.



Lt Col Charlie Smith, CAP
TN Wing Director of Safety





Safety Program Best Practices

CAPR 62-1 para 6a(13)

6. Safety Officer Responsibilities. Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated.

a. Staff safety officer positions have been established to assist and advise commanders. CAPR 20-1, *Organization of CAP*, outlines the responsibilities of the safety officer in assisting and advising the commander in the management of the overall CAP Safety Program. These responsibilities include:

(13) Establish a safety meeting file. This file should contain safety lecture outlines for topics to be covered in safety presentations plus a list of safety meeting resources, i.e. nearby military safety personnel, safety websites for different topics, videos, guest speakers, subject matter experts, etc. Summaries of safety meeting topics and attendance records should also be kept in this file.



**Lt Col Charlie Smith, CAP
TN Wing Director of Safety**

